



GIS Analyst I

Job Code: 2040

Originated: 7/2006

Revised: New

HR Ordinance Status: Unclassified

Salary Grade: 2151

EEO Code: 21

FLSA: Exempt

Supervisory: No

CLASS SUMMARY

The fundamental reason the GIS Analyst I position exists is to support the use of GIS applications software systems and by troubleshooting and enhancing them when appropriate.

DISTINGUISHING CHARACTERISTICS

The GIS Analyst I classification is distinguished from the GIS Technician classification by the latter's level of programming skills and departmental responsibilities.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Works with GIS staff and departments to understand their automation needs, prepares technical specifications, and recommends options to stakeholders.
- Develops small software systems including creation of user interface layout and programming that enhances existing GIS applications for departmental productivity.
- Develops reports against a variety of data sources. This includes the creation of queries for ad hoc reports used in conjunction with other desktop software.
- Supports users of the GIS desktop systems by troubleshooting system problems, installation configuration, installation, documentation and training.
- Coordinates various special projects and/or graphics for presentations in support of the GIS system including addition of new data layers.
- Trains users in a classroom or individually on specific software applications.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Microsoft Windows Operating Systems and the related Office software programs
GIS applications such as ArcInfo or MapInfo

Safeguards and security procedures and protocols set by Information Systems
Systems Analysis

Depending on assignment, several programming languages such as Visual
Basic, SQL Server, MS Access, and ArcObjects

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Ability to:

Manage all aspects of projects to ensure timely completion

Listen and communicate effectively with a diverse group of people.

Communicate with users orally, in person, and on the telephone to solve concerns and recommend alternatives.

Make oral and written presentations of operational data in a clear, concise and non-technical manner.

Comprehend and make inferences from written material and oral direction.

Produce written reports using clearly organized thoughts and proper sentence construction and grammar.

Make independent actions or decisions on technical issues.

Education and Experience

Any combination of training, education and experience equivalent to a Bachelor degree in Computer Science, Geography, Cartography or a related field and a minimum of two years experience in automated mapping, desktop Arcview programming, testing and implementing GIS software applications.

Licensing and Other Requirements

Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

The GIS Analyst I performs work in an independent manner under the direction of a GIS Manager. This classification is not supervisory.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a variety of standard office equipment, including personal computer that requires continuous and repetitive eye and arm or hand movement. Moves and lifts computer equipment weighing up to 20 pounds for short distances. Works primarily in an office environment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.